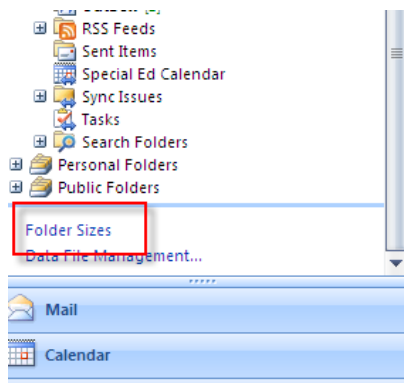


Managing Outlook Folders

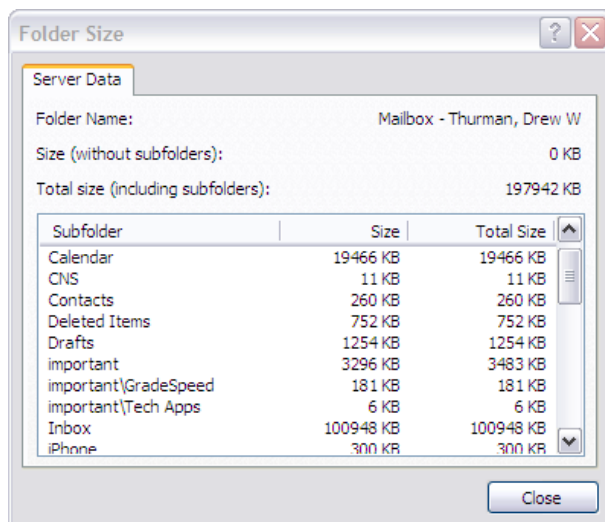
The district currently sets the limit for our Outlook mailboxes to 200 MB.

Check the Size of Your Folders:

- In your folder navigation area on the left-hand side of your screen, at the bottom, click *Folder Sizes*:



- A screen appears that details how much server space each of your folders accounts for.



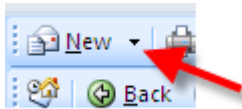
Using this information, you can see which folders you need to empty to free up your allocated mailbox space. For example, in the screen shot above, half of my mailbox server space is being “used” by my inbox. Another sizable chunk—almost 20 Megabytes—is being used by my calendar. Sent Items, which you cannot see on this screen shot, typically take up a good portion of one’s allotted space.

To free up space, you can simply open a folder, select the items and delete them; or, if you wish to archive your emails, you can set up *personal folders*. Here is how:

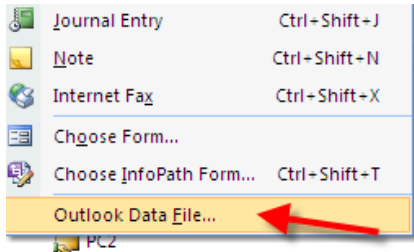
Personal Folders in Outlook

The nice thing about personal folders is that they provide a space for you to keep your email within Outlook without it counting against your 200 megabytes of allotted space. Instead of on the Exchange server, items within Personal Folders are stored on your computer's hard drive. Be aware: items saved to your Personal Folders will not be accessible from home or anywhere other than the computer that you save them to (since they are on the computer's hard drive, not the Exchange server). To set up a personal Folder:

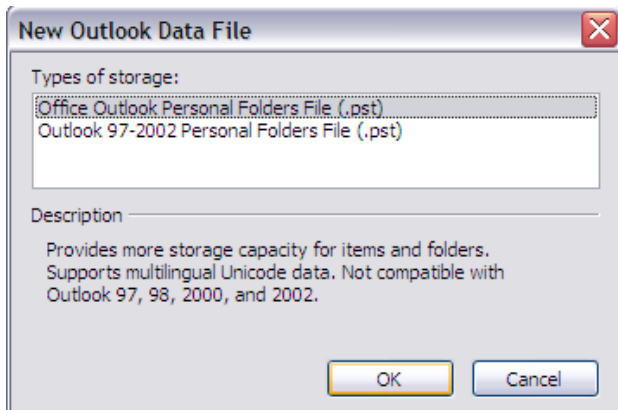
- From the main Outlook screen, click the small drop-down arrow next to New.



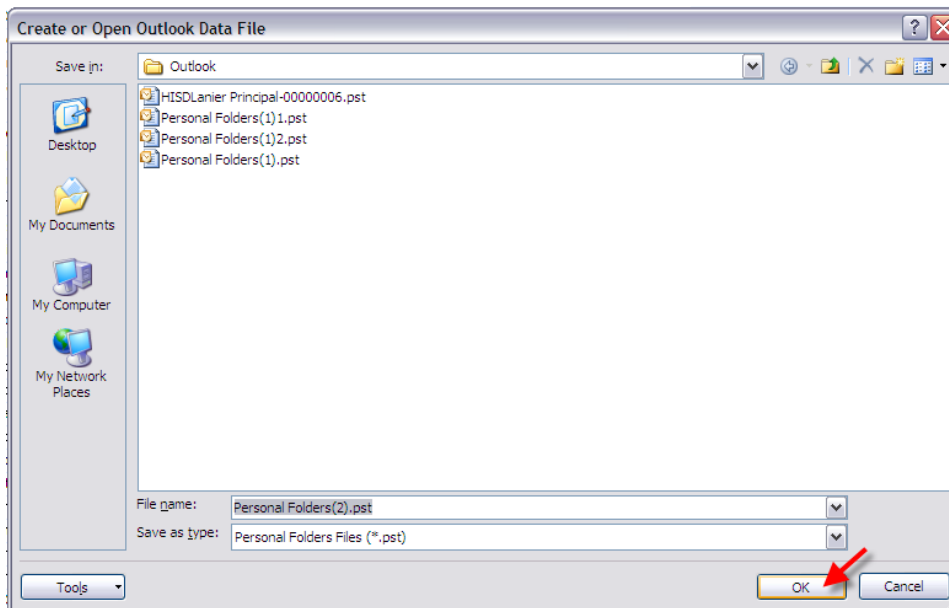
- Choose Outlook Data File.



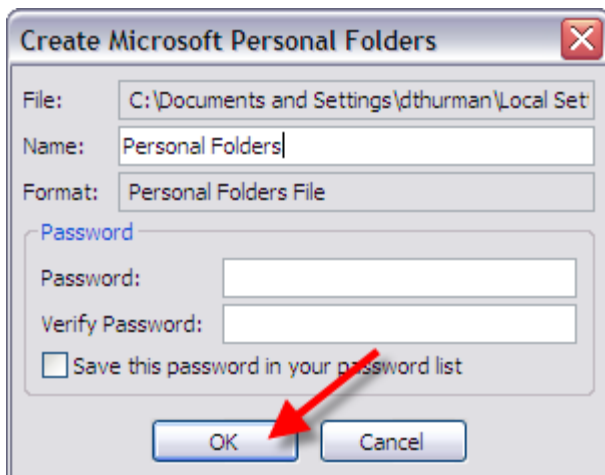
- Leave the default, Office Outlook Personal Folders File (.pst) selected > OK



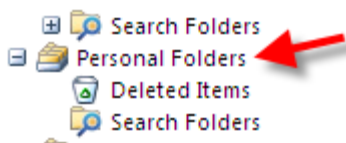
- This screen appears; click OK again



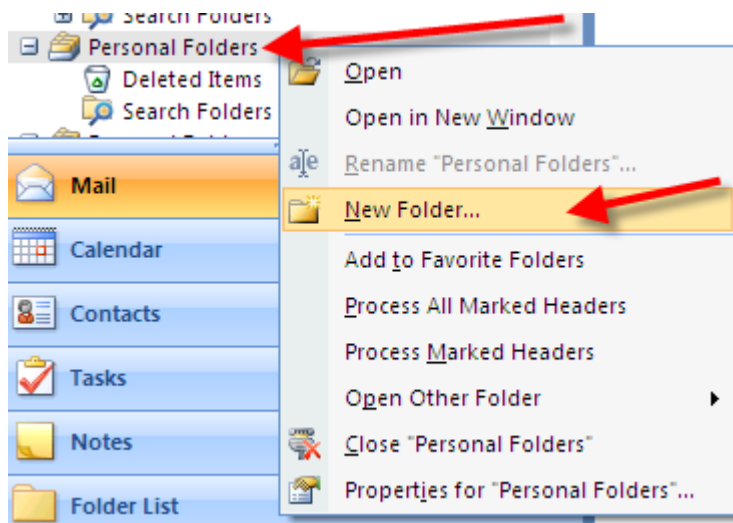
- Name this new folder whatever you want (*Personal Folders* works nicely). And decide whether or not you want to password protect this folder. If you do not, just leave it blank. Click OK.



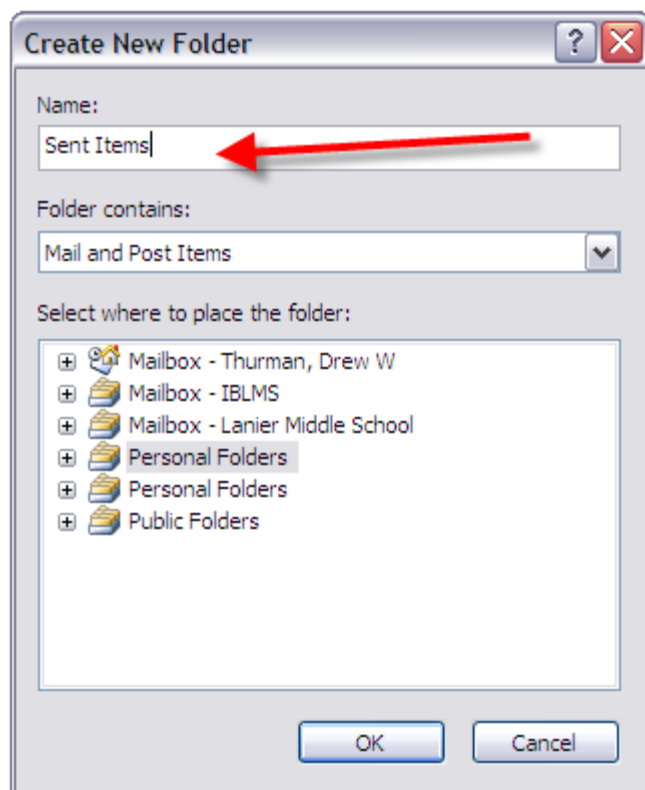
- Now, in your Folder List, you have a folder named Personal Folders. Within that folder are sub folders called Deleted Items and Search Folders.



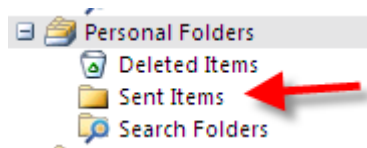
To create additional sub folders, right-click on Personal Folders > Click New Folder



In the box that appears, type Sent Items >OK.



Now you have a *Sent Items* sub folder within your Personal Folders. Here is where you can store all of your sent items from your server mailbox. By moving those emails here, you can free up a lot of server space that sent items were counting against you.



Moving the emails from the server Sent Items folder to the new Personal Folders Sent Items folder is simply a matter of opening your server Sent Items folder, selecting all the emails you want to move (might I suggest everything prior to July 2010) and dragging them to your new Personal Folders Sent Items folder.